National Science Foundation
Senior Executive Service Vacancy

ANNOUNCEMENT NUMBER: S20010253   **OPEN: 09/10/2001**   **CLOSE: 10/19/2001**

POSITION VACANT: Deputy Director, Division of Information Systems (DIS), Office of Information and Resource Management (OIRM)   LOCATION**: Arlington**, VA

SALARY RANGE: ES-1 TO ES-3 ($120,261 – $131,615)   **AREA OF CONSIDERATION:** All Qualified Applicants

STATEMENT OF DUTIES: The incumbent serves as the Deputy Director, Division of Information Systems (DIS). The National Science Foundation, an independent Federal agency, promotes and advances science and engineering in the United States through programs that invest over $3.5 billion per year in almost 30,000 research and education projects. The Division of Information Systems administers the agency's sophisticated technological infrastructure, providing the hardware, software, and support systems necessary to manage the agency's grant-making process and to maintain advanced financial and accounting systems. DIS administers the Foundation's FastLane Program, a preeminent grant-making electronic system that provides for all basic interactions with our research and education community. The division is moving aggressively toward a paperless process environment for our core business activities. The Deputy Division Director participates in assessing needs and potential solutions, ensuring quality control, presenting plans for future development, determining funds requirements, preparing and justifying budget estimates, allocating resources, overseeing the evaluation of contract proposals and task orders, and representing NSF to external groups.

QUALIFICATIONS REQUIREMENTS
EXECUTIVE/MANAGERIAL

Essential

1. Demonstrated ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity – to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity. (Leading Change)

2. Demonstrated ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals. Includes knowledge and ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity, promoting developmental opportunities for staff, fostering commitment and team spirit, and constructively resolving conflicts. (Leading People)

3. Demonstrated knowledge and ability in stressing accountability and continuous improvement in the direction of major IT activities. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. (Results-Driven)

4. Demonstrated ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes. (Business Acumen)

5. Demonstrated ability to serve as a senior spokesperson for the agency's information systems activity and to foster partnerships. Includes ability to explain, advocate and express facts and ideas, both orally and in writing, in a convincing manner and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization. Includes the ability to interact constructively with Federal officials, members of the academic research community, representatives of professional organizations, and the private sector on complex policy-level and technical issues. (Building Coalitions/ Communication)

PROFESSIONAL/TECHNICAL

Essential

1. Advanced degree or equivalent professional experience or a combination of education and experience in computer science, information systems or related field.

2. Expert knowledge of hardware, software, operating systems, and communication systems in a technologically sophisticated interoperable environment and ability to evaluate the technical quality and feasibility of new products and their applicability to a major organization.

3. Expert knowledge of trends and developments in the IT industry (e.g., e-business; enterprise interoperability; knowledge management; security, privacy and critical infrastructure).

4. Demonstrated ability in the design, modernization, use, sharing and performance of IT resources for a major organization involved in a variety of complex business processes.

5. Knowledge of Federal IT policies and procedures.

6. Demonstrated skill in applying innovative techniques to achieve a high degree of customer service.

Desirable
1. Knowledge of information systems needs of a government funding agency.
2. Demonstrated knowledge of the computer industry and relevant academic community and recognized professional standing as evidenced by awards, publications or service on panels and committees.
3. Demonstrated knowledge and ability in contract administration.

GENERAL INFORMATION
The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Career appointees are eligible for bonuses based on performance in addition to base pay. Competitive status is not required, veterans preference does not apply and there are no grade restrictions. New appointees to the SES are required to serve a one year probationary period. **Final selection of career appointees requires the approval of the U.S. Office of Personnel Management (OPM). OPM approval will be based on the selectee's background in the following 5 executive core qualification areas: (1) Leading Change, (2) Leading People, (3) Results Driven, (4) Business Acumen, and (5) Building Coalitions/Communication. These areas are incorporated in the 5 executive/ managerial requirements for the position. Information about the leadership requirements for SES-level positions is available on the U.S. Office of Personnel Management website at http://www.opm.gov/ses/handbook.html. The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.**

EVALUATION METHOD
Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

APPLICATION INSTRUCTIONS
Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.

1.) Resume or other application format of your choice. Your application should contain the following information: *Country of citizenship. *Information about your education, your major, and type and year of degree(s). *Information about all your work experience, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately.

2.) Narrative statement addressing your background in terms of (a) the executive/managerial requirements and (b) the professional/technical requirements.

3.) NSF Form 1232, "Applicant Survey." Submission of this form is voluntary, although encouraged, and will not affect your application for employment. The information provided will be used only for statistical purposes.

APPLICATION SUBMISSION: Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to execsrch@nsf.gov or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20010253, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage (http://www.nsf.gov). Announcements may be accessed electronically on the World Wide Web under Vacancies on NSF's Homepage (http://www.nsf.gov/home/menus/jobs.htm). The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact located on this vacancy announcement.

Vacancy Ann. #: _____   Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.
AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

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1. Today's Date: _____   2. Year of Birth: _____
3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)	10 - Federal, State or local job information center
02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement)	11 - State vocational rehabilitation agency or Veterans Administration
03 - NSF-initiated personal contact	12 - State employment office
04 - Science Magazine, or other professional journal or magazine (specify)	13 - School or college counselor or other official
05 - Affirmative Action Register	14 - Private job Information service
06 - Attendance at conference, meeting or job fair (specify)	15 - Private employment service
07 - NSF recruitment at school or college	16 - Friend or relative working at NSF
08 - Colleague referral	17 - Friend or relative not working at NSF
09 - NSF Bulletin	18 - NSF website
	19 - Internet or other website
	20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)
   A. **American Indian or Alaskan Native**. A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
   B. **Asian or Pacific Islander**. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
   C. **Black, not of Hispanic origin**. A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
   D. **Hispanic**. A person of Mexican, Puerto Rican, Cuban, Central or South . American or other Spanish culture or origin, regardless of race.
   E. **White, not of Hispanic origin**. A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:
1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10.Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

NSF Form 1232 (6/2000)